

## Sons of Norway Community Event Worksheet 2014

Track the number of community events your lodge holds throughout the year. Community events are organized group activities which benefit the community at large. This form is kept and maintained by the lodge secretary.

For each event, write down the date, the name or the description of the event, the length of the event and the number of lodge officers or member volunteers who ran or worked at the event. Then, multiply the length of the event by the number of members working the event to get the total volunteer hours (  $L \times M = H$  ).

New for 2014: You do not need to count all the participants at an event, just the number of people who worked at the event. For example, at a dance performance your lodge held at the local school, there were 8 dancers and 2 musicians from your lodge. 150 children and teachers were in the audience, but you would only record the 10 performing members as ‘Members working the event’ on this worksheet. The 150 attendees would be noted in the ‘Community Members Impacted’ column. If this total is unknown, leave it blank.

At the end of the year, count the number of events your lodge held. Then, add up the hours in the ‘Total Volunteer Hour’s column.’ Also, add up the number of Community Members Impacted. This information is requested on Page 2 of the Lodge Achievement form which is sent to Lodge Secretaries each November.

<b>Date</b>	<b>Name or Description of Event</b>	<b>Length in Hours (L)</b>	<b>X</b>	<b>Members working the event (M)</b>	<b>=</b>	<b>Total Volunteer Hours(H)</b>	<b>Community Members Impacted</b>
			X		=		
			X		=		
			X		=		
			X		=		
			X		=		
			X		=		
			X		=		
			X		=		
			X		=		

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